



BUDDY PROGRAM GUIDELINES

PURPOSE, OBJECTIVE, AND GOALS

The Buddy Program's purpose is to pair court members that may not have a full human resources (HR) office, with other court members who have broader resources to assist with workers' compensation-related issues, accommodation/return-to work (RTW), and ergonomic issues/questions. Members can also opt to share information such as policies, procedures, and preventive measures.

This program's objective is to strengthen the relationships between the courts and share ideas on resolving WC/HR concerns. With this approach, assigned courts can be more informed about their WC decisions to assist with reducing WC costs.

JBWCP RESPONSIBILITIES

The JBWCP will administer the program, maintain the list of courts on the Judicial Resources Network, and provide guidelines to interested courts. Additional courts may join at any time. If there are any issues with their paired court, the JBWCP staff will assist to facilitate a resolution. For the first year, the JBWCP staff will check in quarterly with all participants to see how the program is going, and after one year, obtain feedback from all participating courts.

BUDDY ASSIGNMENTS

To avoid one partner court from being inundated with the majority of calls since it is top on the list (e.g. Alameda), the following are the Buddy assignments and Points of Contact:

Partner Court and Point of Contact	Assigned Court
Alameda <ul style="list-style-type: none">Victoria Ramos, HR Analyst II vramos@alameda.courts.ca.gov (510) 891-6239	Butte Calaveras
El Dorado <ul style="list-style-type: none">Doris Phillips, HR Analyst dphillips@eldoradocourt.org (530) 621-7427	Colusa Contra Costa
Nevada	Kings



JUDICIAL COUNCIL OF CALIFORNIA

JUDICIAL BRANCH WORKERS'
COMPENSATION PROGRAM
ADVISORY COMMITTEE

<ul style="list-style-type: none">Nancy Nardini-Hanson, Director of HR and Administration Nancy.nardini-hanson@nccourt.net (530) 470-2728	Marin
Orange <ul style="list-style-type: none">Heather Capps, Benefits and Disability Programs Officer hcapps@occourts.org (657) 622-7746	Merced Modoc
San Bernardino <ul style="list-style-type: none">Jenny Thomas, HR Technician III JThomas@sb-court.org (909) 521-3646	Mono Plumas
San Diego <ul style="list-style-type: none">Stephanie Cvitkovich, Sr. HR Analyst Stephanie.cvitkovich@sdcourt.ca.gov (619) 746-6000	San Joaquin Sutter
Solano <ul style="list-style-type: none">Arline Lisinski, HR Manager ALLisinski@solano.courts.ca.gov (707) 207-7473	Tehama Trinity
Ventura <ul style="list-style-type: none">Bernedette Terry, Sr. HR Generalist Bernedette.terry@ventura.courts.ca.gov (805) 289-8620	Tulare Imperial

PARTNER COURT EXPECTATIONS AND RESPONSIBILITIES

The partner court will respond timely to their assigned buddy court's requests for assistance, either by email or telephone. The partner court will advise when they will respond, discuss the assigned court's situation, and engage in dialogue to assist with options and solutions.

ASSIGNED COURT EXPECTATIONS AND RESPONSIBILITIES

If an out-of-office message is received from their partner Point of Contact indicating an absence more than two days, then the assigned court can request assistance from the next partner court on the list. Assigned courts can request information from any of the listed partner courts regarding policies, procedures, or practices directly.